
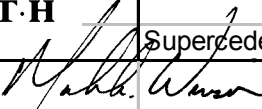


POLICY & PROCEDURE		
 D·U·L·U·T·H	Charitable Contributions	
	Supersedes:	Effective: April 1, 2004
Approved: 	Page 1 of 1	

The City of Duluth wishes to provide an avenue to allow employees to voluntarily contribute to city-related charities/programs outside of the combined charities program. This policy provides an avenue to make such donations.

Organizations wishing to be considered for this program must meet the following requirements:

1. The organization requesting contributions must have a direct effect on city operations such that employee contributions directly enhance or augment services provided by the city.
2. The organization must submit a request to participate to the Administrative Assistant, which includes the following information:
 - a. Information regarding the charity/program.
 - b. Specifics regarding the purpose for which contributions will be used.
 - c. Any additional information requested by the Administrative Assistant.
3. If approved for participation, the organization must provide the following:
 - a. Sign-up flyers to be distributed to employees with paychecks. Pledges will be accepted for two weeks from the date the flyers are distributed.
 - b. Name of the contact person who will be responsible for receipt of sign-up flyers and for summarizing the information for Payroll on the "[Charitable Contribution Payroll Deduction Summary Form](#)".
 - c. An annual report to the City Auditor indicating the total amount collected and an itemization of how the funds were spent.
4. If a minimum of \$500/year in pledges is not obtained, the charity/program will not be eligible for support, even if they have been approved for participation.
5. The organization must re-apply for participation on an annual basis. If approved for continued participation, the process described in #3 above must again be followed.

A panel made up of the following will convene no more than once every three months to review requests and make recommendations to the Mayor:

1. Administrative Assistant
2. City Auditor or designee
3. Payroll representative
4. Department Director or designee of the department to be benefitted
5. Representative of the specific function to be benefitted.

Employees wishing to make automatic payroll deductions to one or more of the approved charities/programs must complete and submit the sign-up flyer per instructions on the flyer. A minimum contribution of \$2.00 per pay period is required.